

Canc: Apr 01

NAVSTABREMNOTE 1300
Code B1
11 May 00

NAVAL STATION BREMERTON NOTICE 1300

From: Commanding Officer, Naval Station Bremerton

Subj: ASSIGNMENT OF PRIMARY AND COLLATERAL DUTIES

Encl: (1) [Collateral Duty Assignments](#)
(2) [Alphabetical Listing of Collateral Duties](#)

1. Purpose. To publish a listing of primary and collateral duties, boards, committees, and councils.

2. Information. Enclosure (1) is a listing of Primary and Collateral duty assignments. Enclosure (2) is provided to aid in the identification of personnel assigned specific collateral duties.

3. Action

a. The Administrative Officer will review this directive quarterly. Department Heads and special assistants will coordinate with the Administrative Officer for the assignment of officer, enlisted, and civilian personnel.

b. Personnel assigned to collateral duties will attend all scheduled meetings or send a replacement. Any circumstance that would regularly prohibit the attendance of a member will be reported to the immediate supervisor, who will initiate action to provide a qualified replacement. Matters discussed at the meeting, which, in the judgment of the member, are significant, should be brought to the attention of his or her Department Head.

c. Whenever the incumbent collateral duty is detached, his or her relief will assume the assigned duties of the predecessor unless otherwise directed. Each member being replaced will ensure his or her replacement is fully familiar with all aspects of the collateral duty and will report to the senior member when this is accomplished.

d. Changes to personnel in command level collateral duties will be approved by the Executive Officer. Any revisions of this list will be submitted in writing to the Administrative Department.

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4. Cancellation Contingency. This notice is canceled upon issuance of a superseding notice of the same subject.

/S/

J. A. HOLDEN

Distribution:

NAVSTABREMINST 5216.1

List I and II

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PRIMARY AND COLLATERAL DUTIES

<u>NAME</u>	<u>PRIMARY DUTIES</u>	<u>COLLATERAL DUTIES</u>
CAPT HOLDEN	COMMANDING OFFICER	MORALE OFFICER
LCDR GLYNN	EXECUTIVE OFFICER	COMMAND ASSESSMENT TEAM
CDR JONES	PUBLIC WORKS OFFICER	
LCDR BROKENS	HOMEPORT OFFICER	SENIOR WATCH OFFICER
LCDR YORTON	CHAPLAIN	OMBUDSMAN ASSEMBLY BOARD
LCDR LOPES	CHAPLAIN	CATHOLIC DESIGNATED FAITH GROUP REPRESENTATIVE RELIGIOUS OFFERING FUND ADMINISTRATOR
LT DELGADO	ADMINISTRATIVE OFFICER	COMMAND ASSESSMENT TEAM CREDIT UNION LIAISON EEAP DIVISION OFFICER
LT OBRIEN	LEGAL OFFICER	
LT CLAY	HOMEPORT OFFICE	METRICS OFFICERS THE "GEORGE"
LT HUHNKE	SECURITY OFFICER	
LT CUNNION	PUBLIC WORKS DIVISION OFFICER	TRCO
GMCM(SW) LLAMZON	COMMAND MASTER CHIEF	COMMAND ASSESSMENT TEAM OMBUDSMAN ASSEMBLY BOARD PROFESSIONAL DEVELOPMENT BOARD CHAIRMAN SAILOR OF THE YEAR/QUARTER CHAIRMAN
MMCM(SS) HOTTINGER	SECURITY LEADING CHIEF PETTY OFFICER	
MMCM(SS) KREHER	PUBLIC AFFAIRS LEADING CHIEF PETTY OFFICER	COMMAND ASSESSMENT TEAM COMMAND TRAINING TEAM

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<u>NAME</u>	<u>PRIMARY DUTIES</u>	<u>COLLATERAL DUTIES</u>
BMCM(SW) KELLY	HOMEPORT LEADING CHIEF PETTY OFFICER	HOMECOMING COORDINATOR
EMCM BAUTISTA	CIA PORT OPS LEADING CHIEF PETTY OFFICER	
BMCS BON		AUXILIARY SECURITY FORCE COMMANDER (D) CASUALTY ASSISTANCE CALLS OFFICER
EMCS NUNAG	COMMAND CAREER COUNSELOR (R)	
STGCS(SW) VACH	EDUCATIONAL SERVICES OFFICER TRAFFIC COURT OFFICER (R)	COMMAND TRAINING TEAM CMS CUSTODIAN (ALT)
BMCS(SW) MEDIEROS	FIRST LIEUTENANT	COLOR GUARD/FUNERAL DETAIL COORDINATOR COMMAND ASSESSMENT TEAM COMMAND MANAGEMENT EQUAL OPPORTUNITY COMMAND TRAINING TEAM ENLISTED WATCHBILL COORDINATOR
BUCS(SCW) WRIGHT	SELF HELP LEADING CHIEF PETTY OFFICER	BUILDING MANAGER
MSCS(SS) GRONSKI	CBH LEADING CHIEF PETTY OFFICER	COMMAND TRAINING TEAM MILITARY AFFAIRS COMMITTEE
MSCS ANIES	FOOD SERVICE OFFICER	RECREATION COMMITTEE
MSCS HILL (PG)	CBQ MANAGER	CASUALTY ASSISTANCE CALLS OFFICER
OSC(SW) BUSBY	TRAFFIC COURT OFFICER (D)	COMMAND TRAINING TEAM JUVENILE COURT OFFICER
EMC(SW) GIEBLER	COMMAND CAREER COUNSELOR (D)	COMMAND ASSESSMENT TEAM COMMAND TRAINING TEAM

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<u>NAME</u>	<u>PRIMARY DUTIES</u>	<u>COLLATERAL DUTIES</u>
YNC(SS) ROSS	ADMINISTRATIVE SERVICES LEADING CHIEF PETTY OFFICER	
STSC(SS) SEERY	PHYSICAL READINESS TEST COORDINATOR DRUG AND ALCOHOL PROGRAM ADVISOR (R)	COMMAND INFORMATION TRAINING COMMAND NAVY COMMUNITY SERVICE PROGRAM COORDINATOR
EMC(SW) FONTENETTE	DRUG AND ALCOHOL PROGRAM ADVISOR (D)	COLOR GUARD/FUNERAL DETAIL COORDINATOR COMMAND ASSESSMENT TEAM
ABHC KEEVAMA	FAMILY SERVICES CENTER AND CHAPLAIN LEADING CHIEF PETTY OFFICER	BUILDING MANAGER FAMILY ADVOCACY REPRESENTATIVE
MSC(SS) DELAGE	GALLEY LEADING CHIEF PETTY OFFICER	BUILDING MANAGER
MSC MULLIGAN	CBH OFFICER	CASUALTY ASSISTANCE CALLS OFFICER COMMAND TRAINING TEAM DISASTER PREPAREDNESS COORDINATOR (ALT) EMERGENCY RADIOLOGICAL RESPONSE (ALT) INTERIM RECOVERY TEAM MEMBER (ALT)
MMC KASPERT	CBH FACILITIES	DISASTER PREPAREDNESS COORDINATOR EMERGENCY RADIOLOGICAL RESPONSE INTERIM RECOVERY TEAM MEMBER NAVY MARINE CORPS RELIEF FUND DRIVE COORDINATOR
OSC(SW) PRUITT	FAMILY HOUSING DIVISION BANGOR MILITARY LIAISON	CASUALTY ASSISTANCE CALLS OFFICER HOMEPORT QUALITY OF LIFE COORDINATOR

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STGC GRAPE	SAFETY OFFICER	CASUALTY ASSISTANCE CALLS OFFICER COMMAND TRAINING TEAM
ITC MEDDLES	WEB SITE MANAGER (D)	VOTING ASSISTANT OFFICER
MMC TOLEDO	URINALYSIS COORDINATOR PARKING/PASS AND ID LEADING CHIEF PETTY OFFICER	
SKC WATSON (PG)	DRUG AND ALCOHOL PROGRAM ADVISOR (ALT) (R)	
MAC NELSON (PG)		AUXILIARY SECURITY FORCE COMMANDER (R)
EMC KRAMER	WEB SITE MANAGER (R)	COLOR GUARD/FUNERAL DETAIL COORDINATOR VOTING ASSISTANT OFFICER
MSC MARTINEZ	GALLEY LEADING CHIEF PETTY OFFICER	COMBINED FEDERAL CAMPAIGN COORDINATOR COMMAND ASSESSMENT TEAM VOTING ASSISTANT OFFICER
MAC PHILLIPS (PG)		

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ALPHABETICAL LISTING OF COLLATERAL DUTIES

<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
AUXILIARY SECURITY FORCE		
COMMANDER	BMCS BON (D)	0007
	MAC NELSON (R)	0307
	MS1 THORP	0011
	(ECHELON 3)	
BUILDING MANAGERS		
BLDG J30 GCS		
	JENNIFER CALKINS	
BLDG J98 JP CHAPEL	RP2 ANDERSON	0302
BLDG J371 JP MINI-MART	CATHY ANGEL	
BLDG J729 JP FSC	ABHC KEEVAMA	0203
	FC1 HART	0210
BLDG J779 JP CDC	IRENE TENANT	
BLDG 210A WAREHOUSE	DUANE WHEAT	
BLDG 288 WAREHOUSE	DUANE WHEAT	
BLDG 300 CHAPEL	RP2 ANDERSON	0302
BLDG 433 SHORE PATROL	MM2 MEMBRERE	0207
BLDG 433 NLSO	LNC BROWNING	
BLDG 434 MWR	PAULA BARTRUG	
BLDG 437 AUTO TECH	GORDON EDGELEY	
BLDG 443 NAVSTA BREM	MM1 CARLSON	0209
BLDG 449 FISC	DUANE WHEAT	
BLDG 465 NW OUTFITTERS	JERRY HARMON	
BLDG 467 FISC	DUANE WHEAT	
BLDG 491 NAVHOSP	HM3 HOLLOMON	
BLDG 491 NMC RELIEF SOCIETY	SHERANN SCHREIER	
BLDG 494 FISC	DUANE WHEAT	
BLDG 502 BOWLING ALLEY	SONNY ASIS	
BLDG 502 BIG AL'S	JANET CURETON	
BLDG 502 TICKET EXRESS	SANDI MILLER	
BLDG 502 GYM	JANET CURETON	
BLDG 503A CHAPLAIN'S OFFICE	RP2 ANDERSON	0302
BLDG 503 FIRE STATION	ARTHUR PATTERSON	
BLDG 506 DENTAL CLINIC	DT1 PIERSON	
BLDG 506 NCIS	EVELYN SHELBY	
BLDG 514 FISC	DUANE WHEAT	
BLDG 515 PIER CHARLIE LANDING	MM2 KAISER	0009
BLDG 530 FLEET TECH SUPPORT CENTER	FCCM MILLER	
BLDG 530 ROICC	DUANE WHEAT	
BLDG 542 STORAGE	DARIN BARR	
BLDG 550 NISMF	BOB CALLAHAM	

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
BLDG 692 PARADE FIELD	DARIN BARR	
BLDG 846 COUNTRY STORE	RAYMOND HAWRYLCIW	
BLDG 847 BOQ	MS1 MYERS	0210
BLDG 853 FSC	ABHC KEEVAMA	0203
	FC1 HART	0210
BLDG 863 NAVY EXCHANGE	WILLIAM MITCHELL	
BLDG 864 RESOURCE CENTER	LELA WESSNER	
BLDG 865 BEQ	GM1 MARONEY	0006
BLDG 866 GALLEY	MSC DELAGE	0008
BLDG 876 GAS CYLINDER BLDG	DUANE WHEAT	
BLDG 885 BEQ	MS1 BURVATO	0011
	MS2 KRUSE	0212
BLDG 942 BEQ	MS2 MURPHY	0304
BLDG 943 DOWD BLDG	DUANE WHEAT	
BLDG 970 FISC STORAGE	DUANE WHEAT	
BLDG 981 PASS & ID	ABF1 GREENE	0009
BLDG 985 CHILD DEVELOPMENT CTR	TONI PIERCE	
BLDG 987 PARADE GROUNDS	DARIN BARR	
BLDG 990 COMMISSARY	FRANK PATRIZI	
BLDG 995 SELF HELP	BUCS WRIGHT	0103
BLDG 997 HAZMAT WAREHOUSE	DUANE WHEAT	
BLDG 1000 BEQ	MS3 MARTIN (D)	0010
	MS2 MURPHY	0304
BLDG 1001 BEQ	MS2 FLESHMAN	0207
BLDG 1004 1 ST LT	MM1 CULLINAN	0010
BLDG 1005 PKG STORE/LAUNDRY MAT	CATHIE ANGEL	
	LINDA WAHLQUIST	
BLDG 1010 BALLFIELD RR/CONCESSION	DARIN BARR	
BLDG 1011 BALLFIELD	DARIN BARR	
BLDG 1012 PARKING GARAGE	ABF1 GREENE	0009
BLDG 1013 FLEET SUPPORT FACILITY	MM1 ESPIRITU	0202
BLDG 1015 OLYMPIC LODGE	JEFF ERICKSON	
BLDG 1017 CONCOURSE WEST	DARIN BARR	
CASH COUNT AUDITOR	DAVID GONZALEZ	
CASUALTY ASSISTANCE CALLS OFFICER	BMCS BON	0007
	STGC GRAPE	0211
	MSCS HILL	0305
	MSC MULLIGAN	0206
	OSC PRUITT	0212

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
CATHOLIC DESIGNATED FAITH GROUP REPRESENTATIVE	LCDR LOPES	0305
CMS CUSTODIAN ALTERNATES	VICKY PASCHAL	
	STGCS VACH	0207
	MS1 HARDISON	0103
	GM1 SMITH	0010
COLOR GUARD/FUNERAL DETAIL		
COORDINATORS	BMCS MEDEIROS	0110
	EMC FONTENETTE	0009
	EMC KRAMER	0206
TEAM 1	HT1 SMITH	0307
	MS1 MYERS	0210
	MM2 JAMES	0009
	MM2 EARL	0012
	MS2 SWING	0011
	MS2 GRAY	0210
	GM2 SWEET	0005
	GM2 WADE	0204
	MS2 WHEELLOCK	0009
	MM3 HOLMES	0006
	MS3 LEWIS	0101
	RP3 OLAUSON	0212
TEAM 2	EM1 DELAPENA	0104
	MS1 THORP	0011
	MS1 WHITELEY	0104
	MM2 MEMBRERE	0207
	BM2 DYKES	0211
	DC2 TATE	0108
	MS2 PARKER	0205
	OS2 MIDDLETON	0101
	MS2 FOLLOSO	0106
	IC2 FRENCH	0201
	MS2 MARTIN	0010
	YN3 WALKER	0107
	SN PHILLIPS	0010
COMBINED BACHELOR HOUSING LOST AND FOUND CUSTODIAN	MS3 MARTIN (D)	0010
	MS2 MURPHY (R)	0304
COMBINED FEDERAL CAMPAIGN COORDINATOR	MSC MARTINEZ	0301

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DUTY**COMMAND ASSESSMENT TEAM**NAMEPRD

LCDR GLYNN (XO)	0111
LT DELGADO	0104
GMCM LLAMZON (CMC)	0211
BMCS MEDEIROS	
(CMEO)	0110
MMCM KREHER	0008
EMC FONTENETTE	0009
EMC GIEBLER	0012
MSC MARTINEZ	0301
SK1 FINLEY	0304
YN2 SARGENT	0211
IC2 FRENCH	0201
MM2 JAMES	0009
BM2 BARRACA	0212
DC2 TATE	0108
MM2 JOHNSON	0110
MS2 KRUSE	0212
MS2 OBANDO	0301
RP2 ANDERSON	0302
GM2 WADE	0204
QM3 AGEE	0007

COMMAND INFORMATION TRAINING COMMAND

PRT	STSC SEERY	0212
BEQ/BOQ	MS1 P. SMITH	0204
BEQ/BOQ	MS1 O'CONNELL	0201
GALLEY	MS1 YOUNG	0105
GALLEY	MS1 STRICKLAND	0102
CHAPLAIN	RP2 ANDERSON	0302
ASO	YN2 SARGENT	0211
SELF HELP	DC1 MANTIA	0103
SECURITY	MM2 MEMBRERE	0207
TRAINING	MM1 ESPIRITU	0202

COMMAND MANAGEMENT EQUAL OPPORTUNITY

BMCS MEDEIROS	0110
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COMMAND TRAINING TEAM

BMCS MEDEIROS	
(CMEO)	0110
MMCM KREHER	0008
STGCS VACH	0207
MSCS GRONSKI	0112
EMC GIEBLER	0012
OSC BUSBY	0010
MSC MULLIGAN	0206
STGC GRAPE	0211
MS1 BASTON	0212

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
	SK1 WYATT	0302
	MS1 GILTENEGDAY	0207
	FC1 HART	0210
	EM1 DIZON	0209
	MS1 SMITH	0204
	DC1 BAREFIELD	0208
CREDIT UNION LIAISON	LT DELGADO	0104
DEPARTMENT COMMAND CAREER COUNSELORS		
HOMEPORT	MM1 CULLINAN	0010
SECURITY	MM2 MEMBRERE	0207
SELF HELP	BM2 RUDEBECK	0205
ASO	MM1 ESPIRITU	0202
CBH	MS1 O'CONNELL	0201
CBH	MS1 P. SMITH	0204
CBH	MS1 YOUNG	0105
FSC	FC1 HART	0210
DISASTER PREPAREDNESS COORDINATOR	MMC KASPERT	0302
	MSC MULLIGAN (ALT)	0206
ECC TEAM LEADER	DICK BRONSON	
EEAP DIVISION OFFICER	LT DELGADO	0104
EMERGENCY RADIOLOGICAL RESPONSE	MMC KASPERT	0302
	MSC MULLIGAN (ALT)	0206
EMPLOYEE OF THE QUARTER COMMITTEE	CAROL ALCAMO (CHAIRMAN) MARGE BATES DANNY HIGGINS KATHY KORTH PAM SELZER	
EMPLOYEES HEALTH BENEFIT COORDINATOR	RANDY CASTRO	
ENERGY CONSERVATION REPRESENTATIVE	MS1 YOUNG	0105
ENLISTED WATCHBILL COORDINATOR	BMCS MEDEIROS	0110
EXCEPTIONAL FAMILY MEMBER COORDINATOR	DEVI GREER	
FAMILY ADVOCACY PROGRAM REPRESENTATIVE	ABHC KEEVAMA	0203

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
FAMILY CARE PLAN COORDINATOR	JULIE MCMILLIN	
FINANCIAL SPECIALIST	DANNY HIGGINS IC2 FRENCH	0201
GOVERNMENT EMPLOYEES BENEFIT ASSOCIATION COORDINATOR	RANDY CASTRO	
HAZARDOUS MATERIAL COORDINATOR	LOUIS BOUCHER JANET CURETON EARLINE SHERER MS1 MCCULLEY DON KEOUGH	0005
HOMECOMING COORDINATOR	BMCM KELLY	0206
HOMEPORT QUALITY OF LIFE COORDINATOR	OSC PRUITT	0212
INTERIM RECOVERY TEAM MEMBER	MMC KASPERT MSC MULLIGAN (ALT)	0302 0206
JUVENILE COURT OFFICER	OSC BUSBY	0010
METRICS OFFICER	LT CLAY	0101
MILITARY AFFAIRS COORDINATOR	MSCS GRONSKI	0112
MINOR PROPERTY	RANDY CASTRO (COORDINATOR) AIMEE GORDON (MONITOR) JULIE MCMILLIN (CUSTODIAN)	
MORALE OFFICER	COMMANDING OFFICER	
NAVY COMMUNITY SERVICE PROGRAM COORDINATOR	STSC SEERY	0212
PERSONAL EXCELLENCE PARTNERSHIP	MS2 FLESHMAN	0207
ENVIRONMENTAL STEWARDSHIP	MM1 ESPIRITU	0202
CAMPAIGN DRUG FREE	MS1 STRICKLAND	0102
PROJECT GOOD NEIGHBOR	MS2 SYDENSTRICKER	0102
NAVY AND MARINE CORPS RELIEF COORDINATOR	MMC KASPERT	0302

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
NON APPROPRIATED FUNDS AUDIT BOARD		
MEMBERS	DAVID GONZALEZ	
	SANDI MILLER	
NON APPROPRIATED FUNDS CONTRACT REVIEW		
BOARD	AL ABLONG	
	DAVID DELLA-ROVERE	
OMBUDSMAN ASSEMBLY BOARD	GMCM LLAMZON	0211
	KATHY KORTH	
	LCDR YORTON	0109
	DEVI GREER	
PERSONNEL LIASION REPRESENTATIVE	YN2 SARGENT	0211
	NOEMI BECKER	
	PETE BALBIN	
PETTY OFFICER INDOCTRINATION	MS1 THORP	0011
PROFESSIONAL DEVELOPMENT BOARD	GMCM LLAMZON	0211
	(CHAIRMAN)	
PUBLIC SCHOOLS LIAISON	LCDR YORTON	0109
PUGET SOUND NAVAL BASE ASSOCIATION	RANDY CASTRO	
QUALITY OF LIFE COORDINATOR	OSC PRUITT	0212
QUALITY OF LIFE TEAM	SUZIE BUTLER	
	DAVID GONZALEZ	
RECREATION COMMITTEE		
CHAIRMAN	JULIE MCMILLIN	
TREASURER	MS2 SYDENSTRICKER	0102
SECRETARY	MS1 SMITH	0204
MEMBERS		
ASO	YN3 WALKER	0107
	YN2 SARGENT	0211
CBH	MSCS ANIES	0210
CHAPLAIN	RP3 OLAUSON	0212
FSC	AN WASHINGTON	0012
HOMEPORT	MM1 CULLINAN	0010
	GM2 WADE	0204
PUBLIC WORKS	JACK MCKENZIE	

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<u>DUTY</u>	<u>NAME</u>	<u>PRD</u>
SECURITY	MM2 ANDREN	0006
SELFHELP	MM2 REED	0209
RECYCLING MONITOR	CHARLA AYERS DC1 BAREFIELD	0208
RELIGIOUS OFFERING FUND ADMINISTRATOR	LCDR LOPES	0305
RESOURCE REVIEW COMMITTEE MEMBER	DAVID GONZALEZ	
RETURN AND REUNION COMMITTEE	DON ALLEN DANNY HIGGINS MAYA WILSON	
SAILOR OF THE YEAR/SAILOR OF THE QUARTER BOARD	GMCM LLAMZON (CHAIRMAN)	0211
SAVI REPRESENTATIVES	TERESA NELSON JULIE MCMILLIN	
SAVINGS BOND COORDINATOR	YN2 SARGENT	0211
SENIOR WATCH OFFICER	LCDR BROKENS	0208
SIGNATURE AUTHORIZATION LOG	CHARLA AYERS	
THE "GEORGE"	LT CLAY	0101
THRIFT SAVINGS PLAN FEDERAL	RANDY CASTRO	
TRAVEL COORDINATOR	WENDY GORDON	
TRCO	LT CUNNION	0101
VEHICLE COORDINATOR	RAY ALBEE	
VICTIM WITNESS ADVISOR	JULIE MCMILLIN	
VOTING ASSISTANCE OFFICER	MSC MARTINEZ EMC KRAMER ITC MEDDLES	0301 0206 0012